

ROUTING AND TRANSMITTAL SLIP		Date
		6 Nov 86
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1.	DDA/EXA <i>2132</i>	<i>JK</i> 7 NOV 1986
2.	<i>ADD/MS</i>	
3.	ADDA	<i>CA</i> 7 NOV 1986
4.	DDA	<i>ED</i> 10 NOV 1986
5.	DDA/Registry	
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

D/CO

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

TO:		
DDA		
ROOM NO.	BUILDING	
7D18	HQS	
REMARKS:		
FROM:		
D/CO		
ROOM NO.	BUILDING	EXTENSION

STAT

DD/A Registry  
86-1887~~CONFIDENTIAL~~

MEMORANDUM FOR: Executive Director

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: O/DCI and DCI Area New Communications Services Requirements, FY1989 through FY1993

1. The purpose of this memorandum is to once again begin the process of identifying, costing, and programming resources for new communications services which will be required in the five-year period from FY1989 through FY1993. This process has been in place for several years and has proven to be an efficient mechanism to add new services to the communications network.

2. It is requested that you identify all requirements for new or enhanced levels of communications services for overseas or domestic activities which will be needed by the Office of the Director and DCI area components in FY1989 through FY1993. For ease of submission, please forward all of your requirements to the Office of Communications (OC) as has been done in the past. OC and the Office of Information Technology (OIT) will then determine who has responsibility for these services. The responsible Office will then develop cost estimates for these new requirements and forward the information back to the requestor for inclusion in the FY1989-FY1993 program plan.

3. Agency components requesting new or enhanced communications services are responsible for programming and budgeting for those services for the fiscal year in which the service is to be established and for one year thereafter. OC or OIT, as appropriate, will program and budget for the service at FY+2 and beyond. Please do not include near term requirements (FY87/88) in this submission as they should have been collected in previous years. Unprojected critical requirements will, of course, be discussed on an individual basis.

~~CONFIDENTIAL~~

CONFIDENTIAL

25X1 SUBJECT: O/DCI and DCI Area New Communications Services  
Requirements, FY1989 through FY1993

25X1 4. A wide range of secure wideband and narrowband data transmission services required for the current and new Headquarters buildings have been included in the new building support initiative. Should you identify other special or unique communications needs for the existing or new building, please include such service requirements in your submission.

25X1 5. The FY1989-FY1993 new communications requirements activity will be tracked within OC by the Management and Plans Staff. In order to meet critical time scheduling, please use the attached sample format and provide your new requirements to OC no later than 10 December 1986. If you have any questions, please contact

*/s/ William F. Donnelly*

William F. Donnelly

Attachment:  
Sample Requirement Sheet

CONFIDENTIAL

CONFIDENTIAL

25X1 SUBJECT: O/DCI and DCI Area New Communications Services  
Requirements, FY1989 through FY1993

25X1 ORIG: OC-MPS  (28Oct86)

Distribution:

Original - Addressee w/att  
1 - ER w/o att  
2 - DDA w/att. ✓  
1 - D/OIT w/o att  
1 - D/CO w/o att

25X1 AUTH:

\_\_\_\_\_  
Director of Communications

28 Oct  
\_\_\_\_\_  
Date

25X1 COORD:

\_\_\_\_\_  
Director of Information Technology

11/4/86  
\_\_\_\_\_  
Date

CONFIDENTIAL

(Classify)  
S A M P L E

REQ. NUMBER:

OFFICE RANK:

OFFICE:

TITLE:

Please check type of New Communications Service.

\_\_\_\_\_Enhanced communications to existing capabilities.

\_\_\_\_\_Communications services for Ongoing Initiatives.

\_\_\_\_\_Communications services for New Initiatives.

REQUIREMENT:

JUSTIFICATION:

TIME REQUIREMENT:

IMPACT ON LACK OF THIS SERVICE ON OTHER PROGRAMS:

CONTACT:

Name:

Office:

Telephone: 33-XXXX Secure

CONFIDENTIAL

MEMORANDUM FOR: Executive Director

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Deputy Director for Administration

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Requirements, FY1989 through FY1993

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*[Signature]*

William F. Donnelly

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25X1 AUTH:

\_\_\_\_\_  
Director of Communications

21 Oct  
\_\_\_\_\_  
Date

25X1 COORD:

\_\_\_\_\_  
Director of Information Technology

11/4/86  
\_\_\_\_\_  
Date

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